



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
2D BRIGADE, 1st ARMORED DIVISION
UNIT 23704
APO AE 09034-3704

AETV-THO-Z (100)

25 June 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Letter 04, Equal Opportunity (EO)

1. References:

- a. Army Regulation 600-20, Army Command Policy, 15 Jul 99.
- b. USAREUR Command Policy Letter 19, Affirmative Employment and Equal Employment Opportunity, 9 September 1996
- c. V Corps Policy Memorandum 3, Equal Opportunity Program and Prevention of Sexual Harassment, 30 April 1998
- d. 1st Armored Division Policy Memorandum 1-3, Equal Opportunity

2. Purpose. To define the 2nd Brigade's command policy of providing Equal Opportunity to all soldiers, family members, and civilians serving in the 2nd Brigade.

3. Policy.

a. Equal Opportunity. Equal Opportunity is providing each individual equal opportunity and treatment based solely upon merit, fitness, and capability without regard to race, color, religion, gender, or national origin. No soldier shall, under any circumstances, violate or deny an individual's right to equal opportunity or treatment.

b. Violations of the equal opportunity policy are contrary to our professional ethics and Army values and **WILL NOT BE TOLERATED** in this command. We are all professionals and should act as such--giving every soldier and civilian employee the opportunity to serve and grow.

4. Expectations. All soldiers must act in a proper manner at all times. There is no excuse for improper behavior. Specifically, I expect the following from soldiers in 2nd Brigade:

a. Leaders: Establish a command climate that respects the dignity of all soldiers, regardless of race, color, religion, gender, or national origin. Install a feedback mechanism to provide an assessment of unit climate. Leaders will treat all complaints, whether formal or informal, promptly and provide feedback to complainants. Furthermore, leaders will ensure that complainants are protected from acts or threats of reprisals.

b. Soldiers: Behave properly at all times. Treat others as you want and expect to be treated. Report inappropriate behavior to your chain of command or your supporting Equal Opportunity Advisor (EOA).

5. Equal Opportunity Program guidance. A successful EO program is based on three points: Education, Enforcement, and Feedback. Quality Equal Opportunity Leaders (EOLs) are vital to a successful Equal Opportunity program within units. Commanders, with the assistance from their EOA, should select their representatives carefully and focus on soldiers who demonstrate leadership and communications skills and the ability to facilitate small group discussion. Commanders will incorporate the following program guidance:

a. Education: Consideration of Others (CO2) training is proactive, small group, discussion-based instruction requiring two hours of training each quarter for a total of eight hours annually. Prevention of Sexual Harassment is mandatory and must be conducted semi-annually. Other appropriate training includes EO Complaint Procedures, Fraternization/Improper Relationships, Racism, Indecent Language, Sexism, Values/ Ethics/ Behavior, Diversity, Religious Accommodation, and Extremist Groups. Leaders should take an active role to create a tailor-made package of instruction based on the needs of their unit. I expect training to be vignette based in a seminar format. Instruction should generate group discussion and soldier interaction.

b. Enforcement: Every leader must be alert for instances of unlawful discrimination or harassment. Complaints must always get a swift, concerned response from members of the chain of command. The guidance set forth in AR 600-20 must be followed without exception.

c. Feedback: Communication is key to making this program work. Leaders should conduct regular sensing sessions and unit climate surveys to gauge the success of their program. EO Advisors and Representatives can help in this matter—use them.

6. I will provide a positive EO command climate for the 2nd Brigade. I will use frequent sensing sessions to monitor the effectiveness of our programs and I am committed to making fair and equal treatment a way of life for the great soldiers of the 2nd Brigade. I expect subordinate commanders to implement similar programs in their organizations.

7. This policy supersedes the previous policy, is effective immediately, and will be posted on all bulletin boards.

AETV-THO-Z (100)

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8. POC is the 2nd Brigade Equal Opportunity Advisor at DSN 485-6510

9. IRON BRIGADE!

A handwritten signature in black ink, appearing to read "John D. Johnson".

JOHN D. JOHNSON
COL, IN
Commanding

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